**To the members of Heybridge Basin Parish Council**

The public and Press are invited, and all Councillors are summoned, to attend the forthcoming **Full Council Meeting** of Heybridge Basin Parish Council. The meeting will be held at **St George’s Community Room, Basin Road, Heybridge Basin, CM9 4RJ on Tuesday 14th October 2025 at 06:30pm,** to transact the following business:

**Recording of meetings**

Please note, the Council may be recording any part of this meeting held in open session. Members of the public attending the meeting with a view of speaking are deemed to be giving permission to be included in the recording.

Signed: Gemma Lake Date: 8th October 2025

Clerk to Heybridge Basin Parish Council

**AGENDA**

1. **Chair’s Welcome.**
2. **To receive apologies for absence.**
3. **To receive Declarations of Interest in accordance with the Council’s Code of Conduct and with section 106 of the Local Government Finance Act 1992.**

*Members are reminded that they are also required to disclose any such interests as soon as they become aware should the need arise throughout the meeting.*

1. **To sign as a correct record the minutes of the Full Council meeting held on 8th September 2025.**
2. **Reports**
   1. To receive a report from the District Councillors
   2. To receive a report from the County Councillor
   3. To receive information from the Clerk – update on current and on-going matters.
3. **Finance.**
4. To approve
5. Payment requests for September/October 2025
6. Receipts for September/October 2025
7. Accounts for the six months to 30th September 2025
8. To consider dates for an extraordinary meeting to review the current budget and draft the budget for 2025/2026.
9. **External Audit for 2024-2025**
   1. To receive Section 3 – External Auditor Report and Certificate 2024/25 of the Annual Governance and Accountability Return (AGAR)
10. **Public Forum (15 minutes)**

*Members of the Public will be given an opportunity to put forward their question(s) or statement to the Council. The Chair will at their discretion then decide if they are able to answer the question(s) or proposes to put the item on the agenda for the next meeting.*

1. **Planning**
2. To consider any planning applications received after the publication of the agenda and to agree the action to be taken*.*
3. **Daisy Meadow Car Park** 
   1. To receive an update from the Working Group and agree any action to be taken.
4. **Assets** 
   1. To review the amended Asset Register and agree any action to be taken.
   2. To discuss and review the quotes to repair/renew the Village Sign and agree any action to be taken.
   3. To receive an update from the Clerk regarding goal post inspections and agree any action to be taken.
5. **Dog Fouling** 
   1. To discuss the dog fouling issue within the village and agree any action to be taken.
6. **Events**
   1. To finalise plans for the Act of Remembrance Event and agree any action to be taken.
   2. To consider purchasing a wreath for the Act of Remembrance Event and agree any action to be taken.
   3. To consider the correspondence from the Royal British Legion and agree any action to be taken.
   4. To consider plans for a Christmas Lights Switch on Event and agree any action to be taken.
7. **Funding** 
   1. To consider the funding grants available and agree any action to be taken.
8. **Correspondence**
9. To note correspondence received and agree any actions to be taken.

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